



IIT PALAKKAD

**Indian Institute of Technology Palakkad**  
**भारतीय प्रौद्योगिकी संस्थान पालक्काड**

Nurturing Minds For a Better World

**Tender No. 17/ IITPKD/EWD/2023-24/014**

Indian Institute of Technology Palakkad (hereinafter called "IITPKD") invites ONLINE item rate Bids (Cover-1: Eligibility cum technical Bid, Cover-2: Financial Bid) from eligible and experienced contractors for the below mentioned works. Interested bidders may submit their bids ONLINE at <https://mhrd.euniwizarde.com/>.

**NAME OF WORK: ENGAGEMENT OF A PACKING & MOVING AGENCY FOR DISMANTLING, PACKING, LOADING, SHIFTING, UNLOADING, UNPACKING, PLACING, AND FIXING OF INSTITUTE ITEMS FROM IIT PALAKKAD AHALIA INTEGRATED CAMPUS, KOZHIPARA, PALAKKAD -678 557 TO IIT PALAKKAD PERMANENT CAMPUS, (SAHYADRI), KANJIKODE, PALAKKAD -678623**

SL No	Events	Date & Time
1.	Notice Inviting BID (NIT) No.	17/IITPKD/EWD/2023-24/014
2.	Date of Publication	05-07-2023
3.	Pre-bid meeting	07-07-2023, 1100 hrs
4.	Date / Time of closing	13-07-2023, 1100 hrs
5.	Opening of eligibility bid	13-07-2023, 1130 hrs
6.	Estimated Cost	Rs. 44,69,000/-
7.	Earnest Money Deposit (EMD)	Rs.89,500/-

Engineering Works Division  
IIT Palakkad Sahyadri Campus  
Kanjikode, Palakkad -678 623  
Email id: [ewd@iitpkd.ac.in](mailto:ewd@iitpkd.ac.in)

## **1. SCOPE OF WORK**

- a) The Contractor / agency has to carry out dismantling, packing, loading the furniture and all type of fixtures mentioned in various schedules from various buildings of Ahalia campus and reassembling, fixing the items at designated locations at Hostel Blocks (K01 and K02), Dining Hall (L01), Classroom Complex (A01), Research Complex (D03) in all floors, all height as directed by the Engineer-in-charge by manual and mechanical means and other incidental/necessary works as mentioned in the Annexure VIII.
- b) The agency should carry out the transportation through minimum 5-ton loading capacity vehicles.

## **2. SHIFTING, REFIXING PLAN AND TIME ALLOWED**

- a) The shifting and refixing plan will be in phase wise manner as per the decision of the Institute and which will be intimated one week in advance for shifting. The agency should complete each phase of shifting and refixing with Annexure VIII.
- a. Packing the item includes packing material and necessary protection from rain. The agency should use proper lifters and movers to him a reasonable and shortest time required for the same but not more than 10 days per building from Ahalia Campus to Sahyadri Campus.
- b. The entire work shall be completed within 4 months from the date of commencement.
- c. Institutes reserve the right to increase/decrease the requirement of the services at any period of time during the validity of the contract.

## **3. RESPONSIBILITY OF THE TENDERER (PART OF SCOPE OF WORK):**

- i) Site Visit of Agency: It is mandatory for the bidders to inspect the campus i.e, Ahalia campus, at Kozhipara, Palakkad - 678 557 & Sahyadri campus of IIT Palakkad, Kanjikode, Palakkad -678 623 at their own interest at their cost as per the time schedule mentioned to examine the site along with the institute representatives as per the time schedule fixed. Declaration from the Bidder (Material assessment, visited all the locations) should be uploaded in cover 1.
- a. Engaging supervisors, electricians, plumbers, carpenters, welders, loading and unloading manpower. The sub agencies can be engaged only for specialized items such as ACs listed in Annexure VIII.
- b. Complete Dismantling/removing items belonging to the Institute from various buildings of Ahalia campus of IIT Palakkad listed in the avoid damages to the existing furniture.
- c. No extra charges, consequent upon lack of any information/ knowledge and understanding shall be entertained or payable by the institute.
- d. If needed, exceptional and sophisticated support machinery such as Hydraulic, chain pulley, cranes, and other machinery shall be engaged.
- e. Wrapping to be done with standard materials such as ballooning paper, HM Laminated foam, corrugated sheets, Therma cool sheets, air bubble wrapping material, waterproof, moisture-free, wherever required to withstand the goods easily jerks while shifting and are delivered to the destination without scratch/ damages.
- f. While relocating the Institute Items/Assembly and loading items etc. the Agency should ensure that Institute equipment has been moved to a specified place and set up on the scheduled date and time.
- g. While shifting the goods, the Agency should protect the floors, walls and doorjambs to prevent wear and tear of valuable office space.
- h. Place, Fix and Install the equipment in position at the designated location as directed by Institute in the IIT Palakkad Permanent campus.
- i. The Contractor/agency shall, unless specifically excluded in the Contract, perform all such work and/or supply all such items, services not specifically mentioned in the Contract but required for completing the work.
- j. The Contractor/agency shall comply with all laws in force in India. The laws will include all national, provincial, municipal or other laws that affect the performance of the

Contract and are binding upon the agency. The agency shall indemnify and hold harmless the Institute from and against any and all liabilities, damages, claims, fines, penalties and expenses of whatever nature, arising or resulting from the violation of such laws by the agency.

- k. In the event of failure of carrying out the work within the stipulated delivery schedule, the Institute has all the right to carry out the work from other sources as per compensation/delay clause.
- l. The agency should give the vehicle number and registration details to the EWD and obtain the necessary gate pass for the transportation.

#### **4. TERMS AND CONDITIONS OF CONTRACT**

- a. Indian Institute of Technology Palakkad (hereinafter called "IITPKD") invites online Tenders under **Two-Bid** System as per the specifications given in Annexure-I.
- b. The tender documents may be downloaded from <https://mhrd.euniwizarde.com/>. Last date/time for submission of the bid in ONLINE mode is **13.07.2023, 1100 hours**. The bid will be opened through online mode by an authorized representative of the Institute. The eligibility bid will be opened and examined by the Engineering Works Division, which will decide the suitability of the bid as per the specifications and requirements of IITPKD. Only those who qualify in the eligibility bid evaluation will be eligible to the opening of the financial bid. In case of any holiday or unforeseen closure of the institute on the scheduled day of opening of the bid, the bid will be opened on the next working day at the same time, but the deadline for submission of bid remains the same as indicated above.
- c. The bid shall be submitted online in MHRD Portal (<http://mhrd.euniwizarde.com/>)
- d. The responsibility of submission of the bid on or before the last date shall rest with the tenderer.
- e. Canvassing or offering of an advantage or any other inducement by any person with a view to influencing acceptance of a bid is an offense under Laws of India. Such action will result in the rejection of the bid, in addition to other punitive measures.
- f. Each tenderer shall submit only one bid, either by himself or as a partner in a joint venture or as a member of a consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participates in more than one bid, the bid (of both the individual and the partnership/consortium/joint venture) are liable to be rejected.
- g. The bidder shall bear all costs associated with the preparation and submission of his bid and IITPKD shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
- h. The Tender Document is not transferable. The bidder shall make a copy of the tender document before submitting the same to the concerned office.
- i. IITPKD will respond to any request for clarification or modification of the Tender Document that is received up to **FIVE (05) days** prior to the deadline for submission of bid prescribed by IITPKD. For this purpose, the prospective bidder(s) requiring clarification in the Tender Document shall notify IITPKD in writing at the address mentioned. Any such clarification, together with all details on which the clarification had been sought, will be published in the online portal.
- j. Except for any such written clarification by the Institute, which is expressly stated to be an addendum to the tender document issued by the Chairman, EWD, IIT Palakkad, no written or oral communication, presentation or explanation by any other employee of any of the Sections/Departments of the Institute, shall be taken to bind or fetter the Institute.

## **5. EARNEST MONEY DEPOSIT (EMD)**

- a) The bidder shall furnish EMD of Rs.89,500/- (Rupees Eighty-Nine Thousand Five Hundred Only) through an online payment gateway in the E-Wizard.
- b) The firms who are registered with National Small Industries Corporation (NSIC) / or Small Scale Industrial (SSI)/ Micro & Small Enterprises (MSEs) are exempted from furnishing the EMD. Self-attested photocopy of valid registration certificate issued by competent authority for **“Packing & Moving of goods / Transportation of goods / Manufacturer of Furniture”** to be uploaded with the eligibility bid for exemption of EMD.
- c) Bid not accompanied by EMD/exemption document shall be DISQUALIFIED
- d) EMD of the successful bidder shall be returned on receipt of the prescribed Performance Security and after signing of the contract agreement.
- e) EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest by the 30th day after the award of the contract.
- f) EMD shall be forfeited OR the agency who are submitting EMD exemption document will be debarred for 3 years in bidding for IIT Palakkad works if
  - i) the bidder withdraws his bid during the period of validity of the tender.
  - ii) the successful bidder refuses or neglects to execute the contract or fails to furnish the required Performance Security within the time frame specified by the Institute.
  - iii) the successful bidder fails to execute the Contract on specified timeline.

## **6. ADDENDUM IN THE TENDER DOCUMENT**

- b) At any time prior to the deadline for submission of bid, IITPKD may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by way of addendum(s).
- c) Addendum will be intimated through the MHRD portal and the bidders shall ensure that the addendums are carried out in the bid before submission. The addendums will not be published in newspapers. Bidders should regularly visit the MHRD portal to keep themselves updated.
- d) No extension in the bid due date/ time shall be considered on account of delay in submission of bid.

## **7. COMPOSITION OF THE TENDER DOCUMENT**

The Tender Document comprises of:

- i) Schedule of Quantity (Annexure-I)
- ii) Pre-qualification Criteria (Annexure-II)
- iii) Document should be submitted for fulfilling the Eligibility Bid (Annexure-III)
- iv) Compliance Statement (Annexure-IV)
- v) Format of Performance Security (Annexure-V)
- vi) Declaration (Annexure-VI)
- vii) Fall clause notice certificate (Annexure-VII)
- viii) Schedule of items to be Dismantled, shifted and refitted. (Annexure VIII)
- ix) Annual Turnover Format (Annexure IX)
- x) Format for Experience (Annexure X)

## **8. LANGUAGE/FORMAT/SIGNING OF THE BID**

- a) The bid prepared by the Bidder and all correspondence and documents related to the tender exchanged by the Bidder and IITPKD shall be in English and the Contract shall be construed and interpreted in accordance with that language. If any of the brochures, leaflets or communication is prepared in any language other than English, a translation of such document, correspondence or communication shall also be provided at the cost and risk of the bidder. The translation so provided shall prevail in matters of interpretation. The bidder, with respect to such documents, correspondence and communications, shall bear the costs and risks of such translation.

## 9. DOCUMENTS COMPRISING THE BID

- a) Bidders who are bidding for this NIT shall, upload Digitally signed tender documents should be submitted in Cover One. The Eligibility bid (Cover -1) and the Price bid (Cover -2) shall be submitted online through MHRD portal (<https://mhrd.euniwizarde.com/>)
- b) a bid submitted in any mode other than ONLINE will be rejected outright.
- c) No prices should be entered in the eligibility bid. Mentioning of Prices in any of the the eligibility document shall lead to disqualification
- d) **Cover - 1** : All the eligibility documents and required annexures duly filled in the designated portal. False declaration/documents will be in breach of the Code of Integrity under Rule 175(1) (h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.
- e) **Cover - 2** : **The bidder should upload the Financial bid as per the prescribed format uploaded in cover 2**
- f) If any cells (Rates) left Blank in the Cover 2, then the same will be treated as "ZERO". Contractor must ensure to quote the rate in prescribed columns. The column meant for quoting rate in figures appears in Yellow color and the moment rate is entered, it turns sky blue. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as ZERO. Therefore, if any cell is left blank and no rate is quoted by the bidder, the rate of such an item shall be treated as "0" (ZERO). However, if a tenderer quotes nil rates against each item in item rate tender or does not quote any percentage above/below on the total amount of the tender or any section / subhead in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.
- g) Rate shall be **inclusive of GST and all other incident charges** for completing the work.
- h) Prices quoted by the bidder shall be fixed during the validity of the bid.

## 10. BID CURRENCY

Prices of the items shall be quoted in Indian Rupees.

## 11. CONFORMITY OF THE TENDER DOCUMENT

The bid document consisting of the schedule of quantities of various items to be executed and the terms and conditions of the contract and other necessary documents except Standard General Conditions of Contract can be seen in the tender document

## 12. PERIOD OF VALIDITY OF bid

Bid shall remain valid for a period of 60 days after the date of deadline for submission of bid prescribed by the Institute.

## 13. MODIFICATION AND WITHDRAWAL OF BID

- a) The Bidder may modify or withdraw the bid after submission only through ONLINE mode, within the period of deadline for submission of bid.
- b) No bid can be modified subsequent to the deadline for submission of bid.
- c) No bid can be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period.

## 14. OPENING AND EXAMINATION OF BID

- a. The eligibility bid will be opened on the prescribed date and time as mentioned in the Bid document in ONLINE mode.
- b. The Institute will evaluate the eligibility bid. Those bids, whose eligibility bid fulfill the technical requirements and are responsive to the tender requirements will be considered for opening their financial bid. Those bids which are found to be either non-responsive, not satisfying the technical requirements or both will not be considered for opening their financial bid and will be rejected.
- c. The financial bid of the successful bidder on the basis of evaluation as mentioned will be considered for the next stage for opening.

## **15. CLARIFICATION OF BID**

During the bid evaluation, the Institute may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be through ONLINE mode ONLY and no change in the price or substance of the bid shall be sought, offered or permitted.

## **16. EVALUATION OF RESPONSIVE BID**

The Institute will evaluate the bid that has been determined to be substantially responsive.

## **17. AWARD CRITERIA**

The Institute will award the Contract to the Bidder, whose bid has been determined to be substantially responsive for eligibility bid and evaluated as the lowest quote.

The Institute reserves the right to buy different items/quantities from different bidders considering price of individual/group of items or any other factors as decided by the Committee/Chairman.

## **18. INSTITUTE RIGHT TO ACCEPT/REJECT BID**

The Institute reserves the right to accept or reject any bid or to annul the bidding process and reject all bid at any time prior to Contract award, without thereby incurring any liability to the Bidders.

The Institute reserves the right to negotiate with the Bidder, whose bid has been evaluated as the lowest quote.

## **19. AWARD OF WORK ORDER**

Prior to the expiration of the period of bid validity, the institute will issue the Work Order to the successful Bidder.

The Work Order will constitute the foundation of the Contract.

## **20) CONTRACT AGREEMENT**

Within FIVE (5) days of receipt of the work order, the successful Bidder shall sign and date its copy on each page and return it to the Chairman EWD, along with the Performance Security. Copy of Work Order duly signed and dated by the successful Bidder on each page shall constitute the Contract Agreement.

## **21) PERFORMANCE SECURITY**

- a. Within FIVE (05) days issue of acceptance letter from the Chairman EWD, the successful Bidder shall furnish the performance security equal to 3% of the Contract value . The Performance Security shall be valid all along the warranty period and shall extend upto sixty (60) days after the date of completion of work.
- b. The performance security shall be a bank guarantee (in the format as provided in (in the format as provided in Annexure-VI of the bidding documents) issued by any Scheduled Bank in India acceptable to the Institute or a Demand Draft favoring, INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD payable at PALAKKAD.
- c. The performance security shall automatically become null and void once all the obligations of the agency under the Contract have been fulfilled, including, but not limited to, any obligations during the Warranty Period and any extensions to the period. The performance security shall be returned to the agency not later than fifteen (15) days after its expiration.

## **22) CONTRACT DOCUMENTS**

- A. All documents forming part of the Contract (and all parts of these documents) are intended to be correlative, complementary and mutually explanatory. The Contract shall be read as a whole.
- B. The order of precedence of the Contract documents shall be as follows: Contract Agreement
  - i. All other Forms uploaded
  - ii. Tender Document uploaded
  - iii. Agency's Eligibility/financial Bid

## **23) AMENDMENT TO CONTRACT**

No amendment or other variation of the Contract shall be effective unless it is in writing, is dated, expressly refers to the Contract and is signed by a duly authorized representative of each party to the Contract.

## 24) TERMS OF PAYMENT

No advance payment shall be made. Payment will be allowed as per stage wise if the work done is more than 25% or more of the contract value (Refer financial bid conditions).

1. Statutory deductions (TDS @ 2% will be deducted as per CBEC Circular No.65/39/2018-DOR, dated 14.09.2018)
2. GST or any other tax applicable in respect of inputs procured by the contractor for the contract shall be payable by the contractor and Institute will not entertain any claim whatsoever in respect of the same. However, component of GST at time of supply of service (as provided in CGST ACT 2017) provided by the contract shall be varied if different from that applicable on the last date of receipt of tender including extension if any

## 25. TAXES AND DUTIES

- a) The Contractor/agency should ensure payment of all taxes, GST duties, levies and charges assessed by all municipal, state or national government authorities, all incidental charges in connection with works. **Nothing extra shall be paid on any account.**
- b) Rates quoted shall be inclusive of taxes and duties.

## 26. PENALTIES

If the agency fails to complete any of the activities in accordance with the time specified for it, or any extension of the time granted by the Institute, the Contractor/agency shall pay to the Institute, penalties at the rate specified in the Tender document.

The Institute reserves the right to terminate the contract if the agency defaults on any of the time limits by more than **10 days**.

**27. LIQUIDATED DAMAGES: If the contractor fails to complete the work on or before the stipulated date of completion or extended date of extension by the competent authority, pay as compensation the amount calculated at the rate stipulated below.**

S No.	Service level agreement	Penalties for delay
(a)	Non completion operation mentioned in the contract.	Penalize the Service Provider by 0.4% of the contract value per week up to a maximum of 5% of contract amount.
(b)	If the employee is found responsible for any theft, loss of material/ articles and damages	Immediate payment in actual/replacement, equivalent to the value of the article theft/lost/damaged as decided by the buyer depending on the gravity of the act. Also, the manpower responsible to be replaced.

## 28. TERMINATION FOR INSOLVENCY

- a) The IIT Palakkad may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.
- b) The courts of Palakkad alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Palakkad Court shall have jurisdiction in the matter.

## **29. FORCE MAJEURE**

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non- fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- b) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

## **30. EXTENSION OF TIME LIMITS FOR CARRYING OUT THE WORK**

The time limit for completing the entire work shall be extended under the Contract due to justified reasons and not otherwise. Such a time limit shall be fair and reasonable under all the circumstances and shall fairly reflect the delay or impediment sustained by the agency.

## **31. GOVERNING LAW**

The Contract shall be governed by and interpreted in accordance with the laws of India.

## **33.ARBITRATION**

In the event of any dispute or difference arising under this contract, the Director, IIT Palakkad will nominate the sole arbitrator to adjudicate the dispute as per Arbitration & Conciliation Act 1996. and the decision of the arbitration will be binding on both parties.

**34.** IITPKD reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at its sole discretion without assigning any reason whatsoever. No further correspondence in this regard will be entertained.



## ANNEXURE – I

### SCHEDULE OF QUANTITY

Item No	Description of items	Qty.	Unit
1	DISMANTLING, PACKING, LOADING, SHIFTING, UNLOADING, UNPACKING, REASSEMBLING, PLACING, AND FIXING OF VARIOUS INSTITUTE ITEMS DETAILED UNDER ANNEXURE VIII FROM IIT PALAKKAD AHALIA INTEGRATED CAMPUS, KOZHIPARA TO VARIOUS BUILDINGS OF IIT PALAKKAD SAHYADRI (PERMANENT) CAMPUS, KANJIKODE, PALAKKAD as per the Scope of Work given in para 1 a,1 b and Annexure VIII	1	Job

#### Terms and Conditions:

1. The bidder shall quote the rate including GST and The rates shall include the cost of all materials, labor, machinery, transit insurance, and all other inputs involved in the execution and all scope of work, including terms & conditions, the responsibility of the tenderer and other terms & conditions mentioned in the tender document. No extra charges shall be paid on any account.
2. The payment for the items shall be made as per the stage wise payment mentioned below.
  - 2.1. On completion of shifting of furniture from Ahalia Hostels, Mess block and fixing the required furniture in K01, L01 Sahyadri campus - **20%**
  - 2.2. On completion of shifting of furniture from Physics lab, Chemistry lab, Drawing lab, Library and computer labs from Academic buildings at Ahalia Campus to A01 Sahyadri campus - **20%**
  - 2.3. On completion of shifting of furniture from Classrooms in Academic buildings at Ahalia Campus to B03 (Department Building) at Sahyadri campus and balance furniture in Ahalia Hostels and Mess block to K02 and L01 (Kedaram) at Sahyadri Campus - **20%**
  - 2.4. On completion of shifting of furniture from Data Science Lab, CIF Lab, Chemistry Lab, MMIC Lab, Central workshop at Ahalia Campus to D03- Ground Floor (Research Complex) at Sahyadri campus – **10%**
  - 2.5. On completion of shifting of furniture in Academic Buildings from Admin Section, Faculty Cabins, Research Scholars space, MBA and Pharmacy Buildings at Ahalia Campus to D03- First Floor (Research Complex) at Sahyadri campus - **10%**
  - 2.6. On completion of Scope of work of shifting and fixing of all items mentioned in the Annexure VIII from Ahalia to Sahyadri campus - **20%**
3. The agency shall submit per-receipted invoices in Duplicate complete in all respects for necessary payment to the Chairman, EWD. The invoices should be submitted along with complete details of work undertaken, supporting documents and bills as well as certificate of interim payment certified by Engineer-in-charge IIT Palakkad. Payments will be made within 15 days after submission of invoices subject to certificate by IIT Palakkad of the work done.

## ANNEXURE-II

### PRE-QUALIFICATION CRITERIA FOR BIDDERS

(TO BE SUBMITTED ONLY THROUGH ONLINE MODE IN APPROPRIATE FORMAT)

Only those bidders fulfilling the following criteria should respond to the tender.

- i. Preferably have registration/establishment/services in Kerala/Tamil nadu/Karnataka/Telangana/Andhra Pradesh. The evidentiary copy of the same needs to be uploaded.
- ii. Have PAN & GST registration. The evidentiary copy of the same needs to be uploaded.
- iii. GST registration Certificate of the Kerala State if already obtained by the bidder. If the bidder has not obtained GST registration of Kerala State as required by GST Authorities, then in such a case the bidder shall scan and upload the following undertaking along with other bid documents. "If work is awarded to me, I/We shall obtain GST registration certificate of the Kerala State, within one month from the date of receipt of award letter or before release of any payment by IITPKD, whichever is earlier, failing which I/We shall be responsible for any delay in payments which will be due towards me/us on a/c of the work executed and/or for any action taken by IITPKD or GST Department in this regard"
- iv. The bidder should upload a list of Purchase Order / Work Order where the similar type of work executed during the past 3 years from the date of publication of tender as detailed below.
  - a) One work costing Rs. 36 Lakh of the value of work (OR)
  - b) Two works costing Rs. 27 Lakh of the value of work (OR)
  - c) Three works costing Rs. 18 Lakh of the value of work

**"Similar work" for this clause means " Packing & Moving of goods / Transportation of goods / Manufacturer of Furniture".**

The details of the same along with supporting documents with respect to satisfactory execution of work from clients are to be uploaded.

v. Annual Turnover Vendor's Average Turnover for last five financial years (FY 2017-18, FY 2018-19, FY 2019-2020, FY 2020-21, FY 2021-22) should not be less than 22 Lakhs for the above-mentioned similar works. Financial statements duly audited / certified by Chartered Accountant (CA) for the last three years along with copies of Income Tax Returns, must be enclosed with Bids as per Annexure – IX

VI. Digitally signed tender document should be uploaded in Cover 1

### ANNEXURE-III

Document should be submitted for fulfilling the Eligibility Bid  
(TO BE SUBMITTED ONLY THROUGH ONLINE MODE IN APPROPRIATE FORMAT)

A. Company Profile
Name of the Company/Bidder
Postal Address of the Registered Office
Telephone (Landline) No.
Mobile No.
Email Address (Official)
Name of the CEO/Director
Name(s) of the Partners (if applicable)
Registration No. (Upload supporting document)
Type of Firm (Proprietary/Partnership/Private Ltd./Private/MNC/Cooperative/Govt. Undertaking/Any Other)
Email Address and Contact Number(s) of CEO/Director
Year of Establishment
No. of Years of Operations in India
Location of Offices in India
PAN (Upload supporting document)
GST (Upload supporting document)
IT returns for 3 years
C. Experience/Credentials (Upload supporting document)
D. Location and Address of Service Centres
Whether registered/established in Kerala/Tamil Nadu/ Karnataka/ Telengana/ Andra Pradesh. (Upload supporting document)
The details of the vehicles registered under the firm need to be uploaded.
E. Others
Has the firm ever been debarred/blacklisted by any Govt. Organization/Dept.? If 'yes', the details thereof. Upload (supporting document)
Note: Supporting Documents, wherever asked for, shall be uploaded along with the Bid, without which the Bid shall be rejected outright.

**ANNEXURE-IV COMPLIANCE STATEMENT**  
(Part of eligibility bid)

The vendor shall,

1. Prepare, sign and submit the Compliance Statement of the specification of the item in the format given below along with the eligibility bid in the company letter head.
2. Submit separate Compliance Statement of specification sheets for each item.
3. Ensure that the component number and heading in the Technical Specifications is clearly mentioned in the document. If there are any deviations from the specifications mentioned by IIT Palakkad, the vendor should clearly indicate the deviations and give reasons for the deviation with proper justification.
4. Provide the technical leaflet/literature/catalogue or any relevant document for all the quoted items to IIT Palakkad. The information provided in the compliance statement without supporting documents will not be considered for the evaluation of the eligibility bid and will be treated as non-compliance and may lead to the disqualification of the eligibility bid.
5. Clearly respond to every requirement given in the technical specifications. Lack of clarity may be considered as lack of information and may subsequently lead to disqualification of the eligibility bid.

Format of Compliance Statement:

Item No.	IIT Palakkad's list of items given in Annexure-VIII	Deviation, if any, to be indicated in unambiguous terms

**Annexure-V**  
**FORMAT OF PERFORMANCE SECURITY**

1. This deed of Guarantee made this day of        between Bank of        (hereinafter called the "Bank") of the one part, and Indian Institute of Technology Palakkad (hereinafter called "the Institute") of the other part.
2. Whereas the Institute has awarded the contract for Supply, Installation, Commissioning, Integration and Validation        of        (name of the item) (hereinafter called the contract) to        (hereinafter called the agency); (Name of the agency)
3. AND WHEREAS the agency is bound by the said Contract to submit to the Institute a Performance Security for a total amount of Rs. (Amount in figures and words).
4. Now, I/we the undersigned, being fully authorized to sign and to incur obligations for and on behalf of and in the name of (Full name of Bank), hereby declare that the said Bank will guarantee the Institute the full amount of Rs. (Amount in figures and words) as stated above.
5. After the agency has signed the aforementioned Contract with the Institute, the Bank is engaged to pay the Institute, any amount up to and inclusive of the aforementioned full amount upon written order from the Institute to indemnify the Institute for any liability of damage resulting from any defects or shortcomings of the agency under the Contract mentioned above, whether these defects or shortcomings are actual or estimated. The Bank will deliver the money required by the Institute immediately on demand without delay without reference to the agency and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings of the agency. The Bank shall pay to the Institute any money so demanded notwithstanding any dispute/disputes raised by the agency in any suit or proceedings pending before any Court relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. This Guarantee is valid for a period of thirty six months from the date of signing. (Initial period for which this Guarantee will be valid must be for at least thirty (30) days longer than the anticipated expiry date of warranty period).
7. At any time during the period in which this Guarantee is still valid, if the Institute agrees to grant a time extension to the agency or if the agency fails to complete the work within the time of completion as stated in the Contract, or fails to discharge himself of the liability or damages as stated under Para 5 above, the Bank shall extend this Guarantee under the same conditions for the required time on demand by the Institute and at the cost of the agency.
8. The Guarantee herein before contained shall not be affected by any change in the Constitution of the Bank or of the agency.
9. The neglect or forbearance of the Institute in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Institute for the payment hereof shall in no way relieve the bank of its liability under this deed.
10. The expressions "the Institute", "the Bank" and "the agency" herein before used shall include their respective successors and assigns.

In witness whereof I/We of the bank have signed and sealed this guarantee on the        day of        (Month & Year) being herewith duly authorized. For and on behalf of the Bank.

Signature of Authority

Name of the Official Name: .....

Designation: .....

Stamp/Seal of the Bank: .....

Signed, sealed and delivered for and on behalf of the Bank by the above named        in the presence of: Witness 1        Witness 2

Signature .....

Signature .....

Name .....

Name .....

1 Address .....

Address .....

## **ANNEXURE-VI**

### **DECLARATION**

This is to certify that

1. I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work, schedule of quantities and all the contents stated therein. I / We also confirm that the rates quoted by me / us are inclusive of all taxes, duties, other incidental charges etc., applicable as on date.
2. I /we have gone through all terms and conditions of the tender document before submitting the same.

## ANNEXURE-VII

### FALL CLAUSE NOTICE CERTIFICATE

**(To Be Submitted Only Through Online Mode in Appropriate Format)**

This is to certify that we have offered the maximum possible discount to you in our Quotation No. dated **(Please do not reveal the prices here, which will lead to outright rejection of your bid)**. The prices charged for the Stores supplied under tender should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organization/PSU"s/Central Govt, /State Govt. Autonomous bodies/Central/state Universities/Central/State Educational Institutions, failing which the **"FALL CLAUSE"** will be applicable. The institute will look into a reasonable past period to ensure this. In case, if the price charged by our firm is found to be more, **IIT Palakkad** will have the right to recover the excess charged amount from the subsequent/unpaid bill of the agency.

**ANNEXURE VIII**

Schedule of items to be Dismantled, Shifted and Refitted.

**Name of Work: Engagement of A Packing & Moving Agency for Dismantling, Packing, Loading, Shifting, Unloading, Unpacking, Placing, And Fixing Of Institute Items From IIT Palakkad Ahalia Integrated Campus, Kozhipara, Palakkad -678557 To IIT Palakkad Permanent Campus, (Sahyadri), Kanjikode, Palakkad -678623**

**NOTE:** The quantity given below may vary. No cost adjustment will be made for the variation plus or minus 5%

<b>A FURNITURE IN HOSTEL ROOMS</b>							
SI No	Existing Location	Quantity of items					Remarks
		No. of floors	Cot	Study table	Almirah	Chair	
<b>Available at K1 rooms</b>			<b>180</b>	<b>180</b>	<b>180</b>	<b>180</b>	These items need to be fixed in K1, K2 at Sahyadri Campus. Balance if any to the store in Sahyadri Campus
1	Hostel-1	G+2	128	128	131	134	
2	Hostel-2	G+1	105	103	95	94	
3	Hostel-3	G+2	342	339	345	342	
4	Hostel-4	G+3	190	190	190	190	
5	Hostel-5	G+3	64	64	64	64	
<b>Total</b>			<b>829</b>	<b>824</b>	<b>825</b>	<b>824</b>	

**B FURNITURE AND ELECTRICAL ITEMS IN COMMON ROOMS OF HOSTELS**

Sl.no	Items	Quantity	Remarks
1	Office table	9	These items need to be located as per the direction of the Institute at common rooms of K1, K2 at Sahyadri Campus and balance if any to store at Sahyadri Campus
2	Meeting table	2	
3	Iron table	2	
4	Security table	3	
5	Office chair	18	
6	3 seater chair	8	
7	Moulded plastic chair	47	
8	Wheel chair	2	
9	Office Almirah	5	
10	Sofa	3	
11	Wooden cot	3	
12	Split type AC	2	
13	Washing machine	23	
14	Water dispenser - working	10	
15	Incinerator	4	
16	Water heater (100/50 Lit)	11	
17	Solar Water heater (not working)	3	
18	Water dispenser - not working	17	



**C GYM ITEMS FROM HOSTELS TO DINING HALL**

Sl.no	Items	Quantity	Remarks
1	Treadmill Big	1	These items need to be shifted to 1st floor gym room in Kedaram block at Sahyadri Campus Balance if any to store at Sahyadri Campus
2	Treadmill small	1	
3	Dumbbell stand	2	
4	Foldable utility bench	2	
5	Scat machine	1	
6	Cable cross over pulling gym machine	1	
7	Leg press machine	1	
8	Weight stand with weights	1	
9	Tyre	1	
10	Matt	70	
11	Pushp bar	1	

D FURNITURE TO BE SHIFTED FROM AHALIA TO KEDARAM				
Sl.no	Location	Dining table with granite top attached with stools		Remarks
		8-seater	4-seater	
1	Mess	21	16	These items needs to be fixed at Dining hall Kedaram at Sahyadri Campus
2	Hostel 3	7		
	Total	28	16	

E. Inventory of the classroom furniture			B03 (Department Building) at Sahyadri Campus
1	Two-seater flap chair	132	
2	Three-seater flap chair	20	
3	Two-seater desk cum bench	164	

F. Inventory of the items to be shifted from Computer Lab (Ground floor)			A01 (Classroom Complex at Sahyadri Campus)
1	Computer table - 9 x 1.20 x 0.75	3	
2	Computer table- 14 x 0.60	1	
3	Office Table	1	
4	Rolling chair	79	

G. Inventory of the items to be shifted from Computer Lab (First floor )			A01 (Classroom Complex at Sahyadri Campus
1	Computer table - 7.5 x 0.60 x 0.75	2	
2	Computer table - 6 x 1.20 x 0.75	1	
3	Table (1.50x0.75)	1	
4	Green Board	1	
3	Chairs	38	

H. Inventory of the drawing furniture			A01 (Classroom Complex at Sahyadri Campus
1	Drawing table	60	
2	Stool	60	

I. Inventory of the Library furniture			A01 (Classroom Complex) at Sahyadri Campus
1	Reading table		
2	5.44 x0.60x0.77	3	
3	2.70 x1.10 x0.77	1	
4	Office Table (1.50 x0.75 x0.75	1	
5	Office Table (1.20 x0.75 x0.75	1	
6	Chair	3	
7	Side storage (0.95 x0.46)	1	
8	File cabinets (0.46 x0.30)	2	
9	Trolley shelf (0.91 x 0.44)	1	
10	Shelf (0.46 x0.31)	1	
11	New arrival rack (0.60 x0.60 x1.80)	1	
12	Stackable rack -1.86 x 0.56 x1.86	6	
13	Almirah-0.92 x0.46 x1.96	11	
14	Magazine rack -0.91 x0.45 x1.88	1	
15	Steel chair	21	
16	Office chair	2	
17	Shoe Rack/ bag (2.0 x.44 x1.75)	1	

J. Inventory of the items to be shifted from Physics Lab			
1	<b>UG Lab Work bench having granite top of size given below</b>		A01 (Classroom Complex) at Sahyadri Campus The work may
2	6.10 x 1.5 x 0.9 m	5	
3	4.32 x 1.5 x 0.9 m	1	
4	2.50 x 0.78 x 0.90	1	

5	3.69 x 0.78 x 0.90	1	involve removal of existing granite top, cutting, welding and powder coating touch-up. These item need to reassemble by Welding / Powder coating touch up wherever required and placing as per Lab layout in A01 Sahyadri Campus	
6	<b>M. Sc Physics Lab Work bench having granite top of size given below</b>			
7	4.0 x 0.75 x 0.90 m	1		
8	8.70 x 0.75 x0.90 m	1		
9	5.70 x0.75 x0.90 m	1		
10	4.70 x0.75 x0.90 m	1		
	<b>Furniture</b>			
11	Office Table	9		
12	Wheel Storage	6		
13	Almirah	2		
14	Chair	6		
15	Metal Chair	4		
16	Plastic Chair	1		
17	Stool High	47		
18	Stool M.sc (High)	7		
19	Stool Medium	1		
20	Dark Room table (1.83 x1.23 x0.9)	2		
<b>K. Inventory of the items to be shifted from Chemistry Lab</b>				
1	<b>UG Lab Work bench having granite top of size given below</b>			
2	5.60 x 1.5 x 0.9 m	5		
3	6.2 x 0.77 x 0.9 m	2		
4	5.60 x 1.5 x 0.9 m (Fume hood)	1		
5	<b>M. Sc chemistry Lab having Work bench having granite top of size given below</b>			
6	6.7 x 0.90 x 0.90 m	1		
7	4.8 x0.90x0.90 m	1		
8	6.5 x0.9 x0.9	1		
9	3.85 x0.9 x0.9	1		
10	3.3 x1.20 x0.9	1		
	<b>Furniture</b>			
11	Head storage unit (13 x0.9 H x0.45 m)	1		
12	High Back chair	8		
13	Stool	4		
14	Wooden table staff + instrument	6		
15	Fridge	2		
16	Solvent cabinet	1		
17	Chemical shelf	1		
18	File Shelf	1		
19	Shoe Rack	2		
20	Gas Cylinder	6		
21	Safety shower	1		
22	<b>Hostel 3 work bench having granite top of size given below</b>			
23	5.60 x1.5 x 0.9	2		
24	1.5x0.9 x2.3 (Fume hood)	1		

L. Inventory of the items to be shifted from Computer Lab ( First floor near director office Conference)			Research Complex (D03) at Sahyadri Campus
1	Conference table - 5.49 x 0.77x 0.75	1	
2	Conference table - 4.58 x 0.77x 0.75	2	
3	Conference table - 6.41 x 0.77x 0.75	1	
4	Conference table - 1.83 x 0.77x 0.75	1	
5	Chair	19	

M. Inventory of the PhD Table			Research Complex (D03) at Sahyadri Campus
1	Academic block ground floor 002	25	
2	Academic block ground floor 014	4	
3	First floor computer lab	6	
4	Pharmacy building 305	43	
5	Pharmacy building 307	15	
6	MBA	14	
7	Chair	107	

N. Inventory of the shiftable faculty furniture			Research Complex (D03) at Sahyadri Campus
1	Faculty table and storage units	48	
2	Head rest Chair	62	
3	Visitors chair	124	

O. Inventory of the items to be shifted from Purchase Section (013)			Research Complex (D03) at Sahyadri Campus
1	Staff Table	7	
2	ARTable	1	
3	Side Table	1	
4	Almirah	11	
5	Steel Perforated Chair	1	
6	Printer	3	
7	Study Table	1	
8	Wooden Shelf	1	
9	Side Storage	2	
10	Shredder	1	
11	File Cabinet	1	
12	Stool	1	
13	Asst. Registrar Printer	1	
14	Clock	2	
15	Sipoh Chair	1	
16	White Board	2	
17	Key Holder	1	

P. Inventory of the items to be shifted from Ast. Registrar Accounts (013)			Research Complex (D03) at Sahyadri Campus
1	Table	1	
2	Side Table	1	
3	Steel Perforated Chair	1	

4	Rolling Chair	3	
5	Printer	1	
Q. Inventory of the items to be shifted from Accounts Section (015)			
1	Table	8	
2	Almirah	11	
3	File cabinets	2	
4	Roller chair	7	
5	Steel chair	2	
R. Inventory of the items to be shifted from REGISTRAR OFFICE (015)			
1	Table	4	
2	Chair without wheel	3	
3	Chair with wheel	2	
4	File cabins	2	
5	Head rest chair	1	
S. Inventory of the items to be shifted from Academic Section			
1	Office Table	7	
2	Almirah	8	
3	Rolling Chair	7	
4	Steel Chair	2	
5	Plastic Chair	5	
6	File Cabinet	4	
7	Study Table	1	
8	Side Table	1	
T. Inventory of the items to be shifted from DR Office			
1	Table	1	
2	Side Table	1	
3	Lunch Table	1	
4	Steel Chair	1	
5	Rolling Chair	4	

U. Inventory of the CET Office Academic Block (128)			Research Complex (D03) at Sahyadri Campus
1	Office Table (1.40x0.75)	1 Nos.	
2	Storage Cabinet (1.0x0.46)	1 Nos.	
3	Office Table (1.22x0.68)	1 Nos.	
4	Stool	2 Nos.	
5	Office chair	4 Nos.	
6	Almirah	1 Nos.	

V. Inventory of the Faculty Room 201			Research Complex (D03) at Sahyadri Campus
1	Faculty Table (L-Shaped)	1 Nos.	
2	Portable Storage	1 Nos.	
3	Office Table	1 Nos.	
4	Head rest Chair	2 Nos.	

5	Office chair	2 Nos.
6	Plastic Chair	1 Nos.
7	Almirah	1 Nos.
W.Inventory of the Room No 204		
1	Office Table (1.5x0.55)	2 Nos.
2	Storage Cabinet (0.9x0.45)	1 Nos.
3	Almirah	2 Nos.
4	Head rest Chair	1 Nos.
5	Office chair	4 Nos.
6	White Board	1 Nos.
X.Inventory of the Room No 205		
1	Faculty Table	2 Nos.
2	Head rest Chair	2 Nos.
3	Plastic Chair	1 Nos.
Y. Inventory of the Faculty Room 125 (9Nos)		
1	Faculty Table (1.67x0.76)	9
2	File Cabinet (1.0x0.45)	18
3	Mobile pedestal	9
4	Head rest Chair	9
5	Visitors chair	18
6	Table (0.90x0.60)	1
7	Steel Chair	1
Z.Inventory of the Faculty Room 116/117 (9Nos)		
1	Faculty Table (1.52x0.75)	9
2	File Cabinet (1.2x0.45x1.22)	9
3	Small Cabinet (0.90x0.45x0.75)	9
4	Head rest Chair	9
5	Visitors chair	18
6	Plastic Chair	1
7	Steel Chair	1
AA. Inventory of the Faculty Room 118 (9Nos)		
1	Faculty Table (1.52x0.75)	9
2	File Cabinet (1.2x0.45x1.22)	9
3	Small Cabinet (0.90x0.45x0.75)	9
4	Head rest Chair	9
5	Visitors chair	18
6	Almirah	1
7	Stool	1
AB. Inventory of the Faculty Room 122 (9Nos)		
1	Faculty Table (1.52x0.75)	9
2	File Cabinet (1.2x0.45x1.22)	9
3	Small Cabinet (0.90x0.45x0.75)	9
4	Head rest Chair	7
5	Visitors chair	20
6	Plastic Chair	2

AC.Inventory of the Open Space of Academic Block			Research Complex (D03) at Sahyadri Campus
1	Notice Board	8 Nos.	
2	Green Board	1 Nos.	
3	Table (1.82x1.0)	1 Nos.	
4	Table (1.52x0.77)	1 Nos.	
5	Head rest Chair	1 Nos.	
6	Plastic Chair	11 Nos.	
7	Office chair	3 Nos.	
8	Green Board	1 Nos.	
9	Three Seater Steel Chair	3 Nos.	
10	Office Table (1.20x0.76x0.75)	1 Nos.	
11	Almirah (0.9x0.5)	1 Nos.	
12	Three Seater Steel Chair (Ground Floor)	7 Nos.	
AD. Inventory of the Central Workshop			Research Complex (D03) at Sahyadri Campus
1	Staff table (155 *80*80) -Room no.31	2	
2	Staff table (155 *80*80) -CWS/AM Lab	2	
3	Computer lab -60 *100*80 -Room No.31	2	
4	Office Chair-Room No.31	5	
5	Office Chair-CWS/AM Lab	2	
6	Almirah (95*45*200) Room No.31	8	
7	Almirah (95*45*200) CWS/AM Lab	2	
8	Student Table (150*95*85) Room No.31	2	
9	Student Table (190*100*85) Room No.31	4	
10	Student Table (190*100*85) CWS/AM Lab	3	
11	Work Stool (40*40*70) Room No.31	20	
12	Work Stool (40*40*60) Room No.31	1	
13	Work Stool (40* dia 70) Room No.31	1	
14	Work Stool (40*40*70) CWS/AM Lab	25	
AE. Inventory of the Hostel 3 chemistry inside the partition (Molecular spectroscopy- Dr. Supretik Sen) Dark room			Research Complex (D03) at Sahyadri Campus
1	Table 1.22 x0.60	2	
2	Table - 0.90 x0.55 x0.73	1	
3	Steel chair	2	
4	Office chair	4	
5	Table -(1.65 x.75 x0.78	2	
6	Table -(1.22 x0.75)	2	
7	Equipment table -0.93 x0.93	1	
AF. Inventory of the Room No.25 at academic building (chemistry CIF LAB)			Research Complex (D03) at Sahyadri Campus
1	Tables	5 Nos.	
2	High back chair	8 Nos.	
3	Medium back Chair	4 Nos.	
4	Chemical Cabinet	1 Nos.	
5	Steel Almirah	1 Nos.	
6	Instrument Table with Granite Top (6 mx 1.2 -1 no., 7.12 x1.2 m x1 nos)	2 Nos.	

AG. Inventory of the MMIC Lab at Hostel 3 -Dr. Sukumol Dey			
1	Granite table 122 x71 cm	10 nos	
2	Fume Hood (204 X80 cm)	1	
AH	<b>Cafeteria at Ahalia Campus</b>		
1	Tables	13	<b>Nila Campus, Kanjikode</b>
2	Chairs	20	
3	Refrigerator	1	
4	Almirah	1	
5	Microwave	1	

**AI. Tentative quantity of Inventory of the materials to be shifted from hostel Ahalia campus to Sahyadri Campus**

Location	Room Number	Split Ac			Remarks
		1 Tr	1.5 Tr	2Tr	
<b>Academic Building</b>					<b>These items need to be located as per the direction of the Institute</b>
	1		1		
Purchase	13	1			
Accounts	14	1			
Accounts	15	1			
Soju Sir cabin		1			
CIF	25			2	
Hari sir Cabin				1	
Chemistry Lab	26			3	
Container				2	
Sever Room	11			1	
Faculty Cabin	117			4	
Faculty Cabin	118			4	
Faculty cabin	122			4	
Faculty cabin	125			4	
Ups room	127	1			
ups room	127		1		
CET office	128	1			
<b>Hostel III</b>					
Samuel Sir Cabin		1			
Psychologist			1		
Centre for innovation				2	
Mmic lab		1			
Applied Mechanical		1	1	1	
Chemistry Lab			2		
<b>DBR</b>					
pampa		2	1		



Unni Sir		3		
Kabani		2		
Bhairavi			1	1
Kallayi			1	1
DBR units	5	2		
DBR units	6	1		
DBR units	7	1		
DBR units	8	1		
DBR units	9	1		
DBR units	10	1		
DBR units	14	1		
DBR units	15	1		
DBR units	B47	1		
DBR units	B62	2		
<b>Total</b>		<b>28</b>	<b>9</b>	<b>30</b>

**Note : The given location is tentative and may be changed according to the requirements of the Institute in buildings within Sahyadri Campus**

## Annual Turnover Details:

Evaluation Criteria				Remark	Specific page no. where the proof of documents are enclosed
Bidder's	Financial	Turnover in Rs.	Annual Profit in Rs.	-	
Annual Turnover	Year			Supporting Documents are to be uploaded in Cover 1	
	2021-22				
	2020-21				
	2019-20				
	2018-19				
	2017-18				

Date:

Authorized Signatory:

Name:

Place:

Designation:

Contact No.:

## ANNEXURE – X

### DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST THREE YEARS.

Sl No	Name of work Project / Location	Owner or organizations	Agreement Scope of work*	Cost of Date of Work in Commencement	Stipulated Date of completion	Actual date of completion

Signature of Applicant(s)

In case of works carried out for private persons/ Organizations copies TDS certificate along with copy of performance order and work order/Agreement should be enclosed. Private works without TDS certificates shall not be considered for eligibility